



Alberta Education Curriculum Match to Central Alberta Career Prep Resources

Grade 9

This Curriculum Match incorporates five new Introductory Pick Up and Go Kits that fulfill several Alberta Education learning objectives for Grade 9 Health and Life Skills, English Language Arts and Science. Additional lessons included in this Curriculum Match are from Central Alberta Career Prep's general Pick Up and Go Kit collection, but they may easily be adapted for Grade 9 students. New introductory kits proposed for the future will address additional Grade 9 learning objectives. The order of the Pick Up and Go Kit topics in this Curriculum Match suggests a coherent sequence for career planning presentations, although educators may decide on a sequence that works best for their own classes.

ALBERTA EDUCATION LEARNER OUTCOMES

- L 9.1 Apply personal time management skills to a variety of learning opportunities
- L 9.2 Relate the value of lifelong learning to personal success and learning
- L 9.4 Refine personal goals and priorities relevant to learning and career paths
- L 9.5 Extend and improve a personal portfolio; e.g. include sample application form, personal resume, answers to typical interview questions
- L 9.6 Develop strategies to deal with transitional experiences: e.g. create a learning plan for transition to senior high school, keeping future careers in mind
- L 9.7 Analyze the potential impact of volunteerism on career opportunities
- L 9.8 Investigate personal safety procedures for working as a volunteer

CAREER PREP RESOURCES

**Get Ready:
Plan Your Career!**
(Introductory)

**Here's Looking At Me:
Beginning a Career Portfolio/
LIFE Pack**
(Introductory)

**Get Started:
Take the First Step!**
(Introductory)

**Get Smart:
Know Your Skills!**
(Introductory)

**Get Noticed:
Resumes That Work!**
(Introductory)

**Get Attention:
Catchy Cover Letters!**
(Introductory)

Interview Skills Building

CAREER PREP LEARNER OUTCOMES

- Students will:
- Develop an understanding of the word "career"
 - Be able to identify the steps of the career planning process
 - Learn the purpose of each of the steps in the career planning process
 - Recognize the importance of understanding and using this process when making career decisions now and in their future
- Students will:
- Develop self-awareness by coming to understand their own unique values, interests and accomplishments
 - Understand the connections between their skills, strengths and interests, and future education and career choices
 - Develop effective communication skills while presenting a preliminary portfolio to their teachers and peers
- Students will:
- Understand why self-evaluation is an important step in the career planning process
 - Recognize various methods of self-evaluation
 - Increase their self-awareness by completing a variety of self-assessment activities
 - Link the results of their self-assessments to occupational ideas of interest.
 - Realize that self-evaluation is an ongoing, lifelong activity
- Students will:
- Be able to define a skill
 - Recognize the importance of knowing their skills
 - Develop an understanding of the number and variety of skills they possess
 - Identify sources of skill development outside the workplace
 - Recognize the transferability of their skills to the workplace
- Students will:
- Be able to explain what a resume is
 - Recognize the purpose and importance of a resume
 - Be able to distinguish features of a high quality resume
 - Identify the components of a resume
 - Produce a functional resume
- Students will:
- Understand what a cover letter is and how it differs from a resume
 - Develop awareness of the importance and use of a cover letter
 - Be able to identify characteristics of an excellent cover letter
 - Recognize key components of a cover letter
 - Compose a targeted cover letter
- Students will:
- Be able to explain the purpose and process of an interview
 - Be able to identify common interview questions
 - Prepare marketable answers for interview questions
 - Be able to prepare questions for employers (and other interviewers)
 - Identify appropriate and inappropriate behavior during an interview

ALBERTA EDUCATION
LEARNER OUTCOMESCAREER PREP
RESOURCESCAREER PREP
LEARNER OUTCOMES

Wanted: One Great Employee

Students will:

- Identify some of the skills necessary for productive relationships and effective communication in the workplace
- Display the knowledge of appropriate personal management skills such as dependability, dress and conduct
- Understand that attitude contributes to being considered a valued worker

Alberta Employment Standards

Students will:

- Develop specific knowledge about Employment Standards such as wages, hours of work, termination and general holidays
- Know where to access information on employment standards and other related resources

Safety 1st at Work

Students will:

- Be able to enhance their appreciation of safety in the workplace
- Increase their knowledge of factors affecting workplace safety
- Realize the responsibility of workers for their workplace safety
- Become aware of the role played by law in workplace safety

Safety@Work (web based)
Level 1 (30 Minutes)
www.careerprep.ab.ca

Students will:

- Develop an understanding of the importance of safety in the workplace
- Become knowledgeable about the risk factors that apply to young workers
- Be able to identify and assess various safety and health hazards
- Recognize the role of both employers and employees in maintaining a safe and healthy work environment
- Develop an awareness of provincial laws established to ensure safe workplaces

Alberta Learning Information Service (ALIS)
Government of Alberta Website
www.alis.alberta.ca

Career Planning Website:

- Occupation Research
- Post-Secondary Options

GENERAL OUTCOMES

1.1 Discover and Explore

- Develop and extend understanding by expressing and responding to ideas on the same topic, in a variety of forms of oral, print and other media texts

1.2 Clarify and Expand

- Integrate own perspectives and interpretations with new understandings developed through discussing and through experiencing a variety of oral, print and other media texts

2.2 Respond to Texts

- Compare and contrast own life situation with themes of oral, print and other media texts

2.4 Create Original Text

- Generalize from own experience to create oral, print and other media texts on a theme

3.1 Plan and Focus

- Relate personal knowledge to ideas and information in oral, print and other media texts
- Ask questions to focus on particular aspects of topics for own investigations
- Recall and follow directions for accessing and gathering ideas and information
- Synthesize ideas and information from a variety of sources to develop own opinions, points of view and general impressions

3.2 Select and Process

- Obtain information reflecting multiple perspectives from a variety of sources, such as expository essays, graphs, diagrams, electronic databases and the Internet, when conducting research expand and use a variety of tools and text features . . .

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Know Your Skills!
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**Beginning a Career Portfolio/
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Get Noticed:
Resumes That Work!
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ALBERTA EDUCATION
LEARNER OUTCOMESCAREER PREP
RESOURCESCAREER PREP
LEARNER OUTCOMES

3.3 Organize, Record and Evaluate

- Categorize related ideas and information, using a variety of strategies, such as finding significant details and sequencing events in logical order
- Produce oral, print and other media texts with introductions, middles and conclusions
- Examine gathered information to decide what information to share or omit
- Organize ideas and information by developing and selecting appropriate categories and organizational structures
- Summarize and record information in a variety of forms
- Evaluate usefulness, relevance and completeness of gathered information; address information gaps
- Reflect on new understanding and its value to self and others

3.4 Share and Review

- Communicate ideas and information in a variety of oral, print and other media texts, such as media scripts, multimedia presentations, panel discussions and articles
- Reflect on the research process, identifying areas of strength and ways to improve further research activities

4.3 Present and Share

- Select, organize and present information to appeal to the interests and background knowledge of various readers or audiences
- Integrate a variety of media and display techniques, as appropriate, to enhance the appeal, accuracy and persuasiveness of presentations
- Provide feedback that encourages the presenter and audience to consider other ideas and additional information

5.1 Respect Others and Strengthen Community

- Take responsibility for developing and sharing oral, print and other media texts and for responding respectfully to the texts of others
- Create or use oral, print and other media texts in ways that are respectful of people, opinions, communities and cultures

5.2 Work Within a Group

- Generate and access ideas in a group, and use a variety of methods to focus and clarify topics for research or investigations
- Share responsibility for the completion of team projects by establishing clear purpose and procedures for solving problems, monitoring progress and making modifications to meet stated objectives
- Establish and use criteria to evaluate group process and personal contributions; set goals and make plans for improvement

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(Introductory)

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Career Planning Website:

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- Post-Secondary Options

Students will be encouraged to:

Demonstrate a concern for safety in science and technology contexts

Safety 1st at Work

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Pick Up And Go Kits

- Features:**
- 40-80 minute sessions regarding the title topic
 - Field tested with grade 9 and high school aged youth
 - Minimal preparation required
 - Sessions can be delivered on their own or as a series
 - Activities can be tailored to reduce or expand time lines as required

INTRODUCTORY COLLECTION

Get Ready: Plan Your Career!

This introductory kit outlines a five step process to career planning and includes activities that explore practical ways to attain the specific goals for each of the five steps. Students will become aware of the career planning process as a tool they can use both immediately and throughout their lives to create the life that they want for themselves.

Get Started: Take the First Step!

Developed to follow the "Get Ready: Plan Your Career!" kit, this kit emphasizes the importance of self-evaluation as the first step in the career planning process. Students will participate in three self-assessment activities to begin the process of self-evaluation. Students will also complete a summary sheet of their self-assessment results that is ideal for placement in a portfolio.

Get Smart: Know Your Skills!

Before students begin developing resumes or writing cover letters it is imperative that they obtain knowledge of the vast array of skills they possess. This kit includes three checklists that assist students in identifying many of their skills. As well, an interactive component allows students the opportunity to learn skills that are developed through the variety of roles and activities that they may be involved in. The value of the transferability of these skills is emphasized.

Get Noticed: Resumes That Work!

Building on "Get Smart: Know Your Skills!" this kit will assist students in producing a skills-based, functional resume. This type of resume is ideal for students who do not yet have a lot of paid work experience. In addition to providing valuable background information about resumes, this kit also includes resume samples, a worksheet with useful tips and examples, and an electronic template that allows for ease of input and formatting of resume information.

Get Attention: Catchy Cover Letters!

The ability to compose an effective cover letter and package it with a resume is essential to self-marketing. This kit introduces students to the purpose and importance of cover letters and prepares them to write a cover letter targeted to a specific goal. Included in this kit are cover letter samples, a worksheet with helpful tips and examples and an electronic template that simplifies formatting of the cover letter.

FROM GENERAL AND PORTFOLIO COLLECTIONS

Alberta Employment Standards

This kit outlines Alberta Employment Standards with a view to educating young workers about their rights and responsibilities in the workplace.

Here's Looking at Me: Beginning a Career Portfolio

This pre-portfolio planning kit emphasizes self-knowledge and introduces the concept of collecting items for a future skills portfolio, sometimes referred to as a "ME Box". Designed for grades 9 and 10, students gain an understanding of their own strengths, skills and unique identities, and how these factors relate to future educational and occupational choices.

Interview Skills Building

This interactive, game show style kit takes a humorous look at employment interviews and delivers information about appropriate physical presentation, response to employer questions and generation of appropriate questions for employers.

Safety 1st at Work

This kit explores employer and employee responsibilities related to safety in the workplace. With specific discussion related to equipment, identification of hazards and dialogue with employers, the goal of this topic is to empower young workers to ensure their own safety and wellness at work.

Wanted: One Great Employee

This kit encourages students to identify what skills are needed in the areas of: communication, personal management and attitude to be successful in the competitive market of today. Job maintenance strategies are also emphasized.



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Employment and Immigration